LEA and School User Guide for Plans

DMI/Tracker Version 3.0

September 2012

LEA AND SCHOOL USER GUIDE FOR PLANS

Introduction

Audience

This document describes how to use the plan module of WestEd DMI/Tracker. It is intended for LEA and school staff who participate in and are responsible for improvement planning activities.

About LEA and School Plans

LEA and school plans in Tracker are nearly identical in their functionality and management and are described here generically as “plans.” Certain features such as local plan tags and funding sources must be set up by the LEA Administrator in order to be available to school plans.

Putting Your Plan into Tracker

Your Plan Leadership Team will likely write your plan offline initially. For entering plan information into Tracker, it is recommended that you have an electronic copy of your plan (such as a Word document) rather than a paper version. This will make it easier for you to copy and paste detailed information from your plan into Tracker.

Visibility

LEA users may view and edit the district plan and all school plans. School users may edit only their own school plan, but may view, comment on, and download documents from the LEA plan and other school plans in the LEA. New users are added by the plan administrator.

Plan Organization

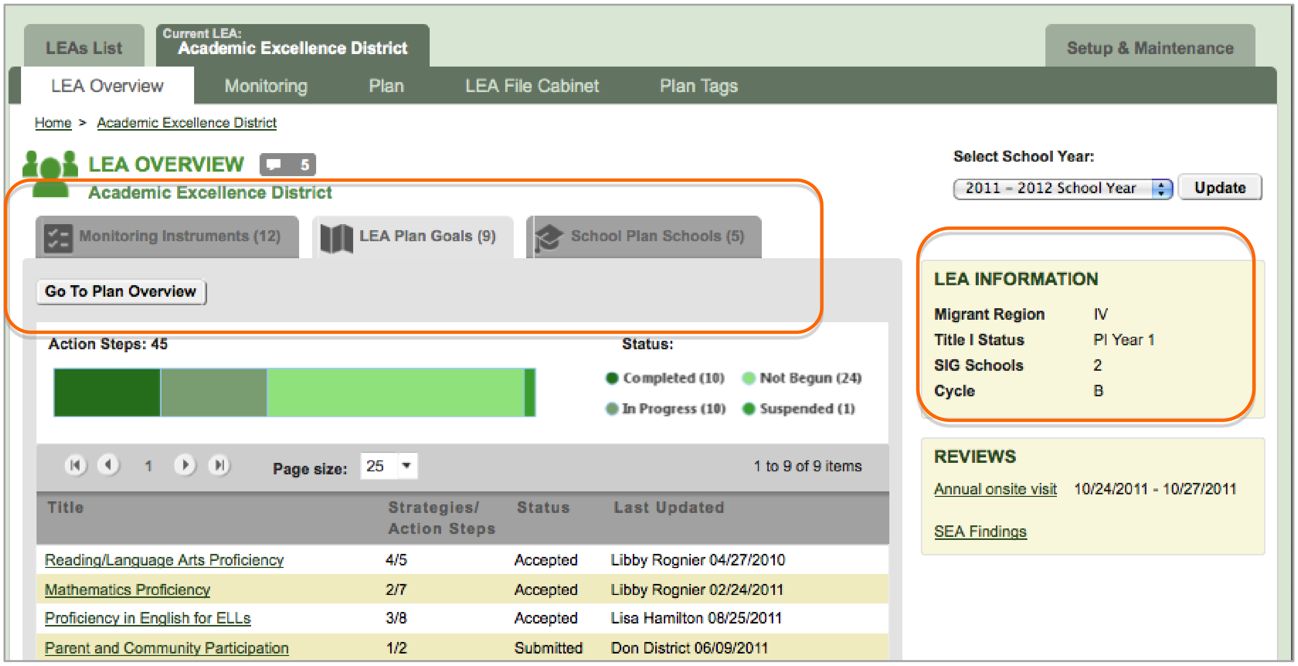
Tracker uses a tiered structure for plans: goals, strategies, action steps, and tasks. You may also create a budget for your plan, and track expenses as you implement the action steps

Goal	A specific, measurable target for students to achieve. States Who will do What by When and How you will know it. (You may write them in SMART format: Specific and Strategic, Measurable, Achievable/Attainable, Results-oriented, and Time-bound.) Some goals may be pre-assigned by the State. Plan Administrators may also create their own, local goals, or may select goals from Templates on the Manage Goals page, and re-write the description to reflect local achievement targets. Title: Maximum 50 Characters Description: Maximum 1000 Characters
Strategy	A general description of a process an LEA or school will take to reach the student achievement goal. Each goal may have several strategies. What will the LEA/school do to ensure that the goal is reached? Title: Maximum 50 Characters Description: Maximum 500 Characters
Action Step	A specific action or activity that will lead to the implementation of the strategy and achievement of the goal. The action step includes a **Title**, **Description**, **Begin** and **End Dates** plus comments on timelines, persons responsible, costs and budget sources, and an indication if the step is related to professional development (PD). Progress is tracked by updating status, attaching evidence, and adding comments as the step is implemented. Action steps may also be "tagged" for filtered views of the plan, e.g. all steps affecting Special Education students. Each strategy may have several action steps. Title: Maximum 50 Characters Description: Maximum 1000 Characters
Task	A specific action/activity that leads to the completion of an action step. Tasks have specific due dates, persons responsible and current status. Each action step may have multiple tasks. Title: Maximum 50 Characters Description: Maximum 255 Characters

LEA Overview

The LEA Overview provides summary information about the district plan and school plans, as well as access to Monitoring Instruments.

LEA users generally start a Tracker session on the LEA Overview page. School users generally start directly on the Plan Overview for their school. School plans are accessed from the LEA Overview by selecting the School Plans tab and clicking the name of the school. You can return to the LEA Overview at any time by clicking the link at the top of each page.



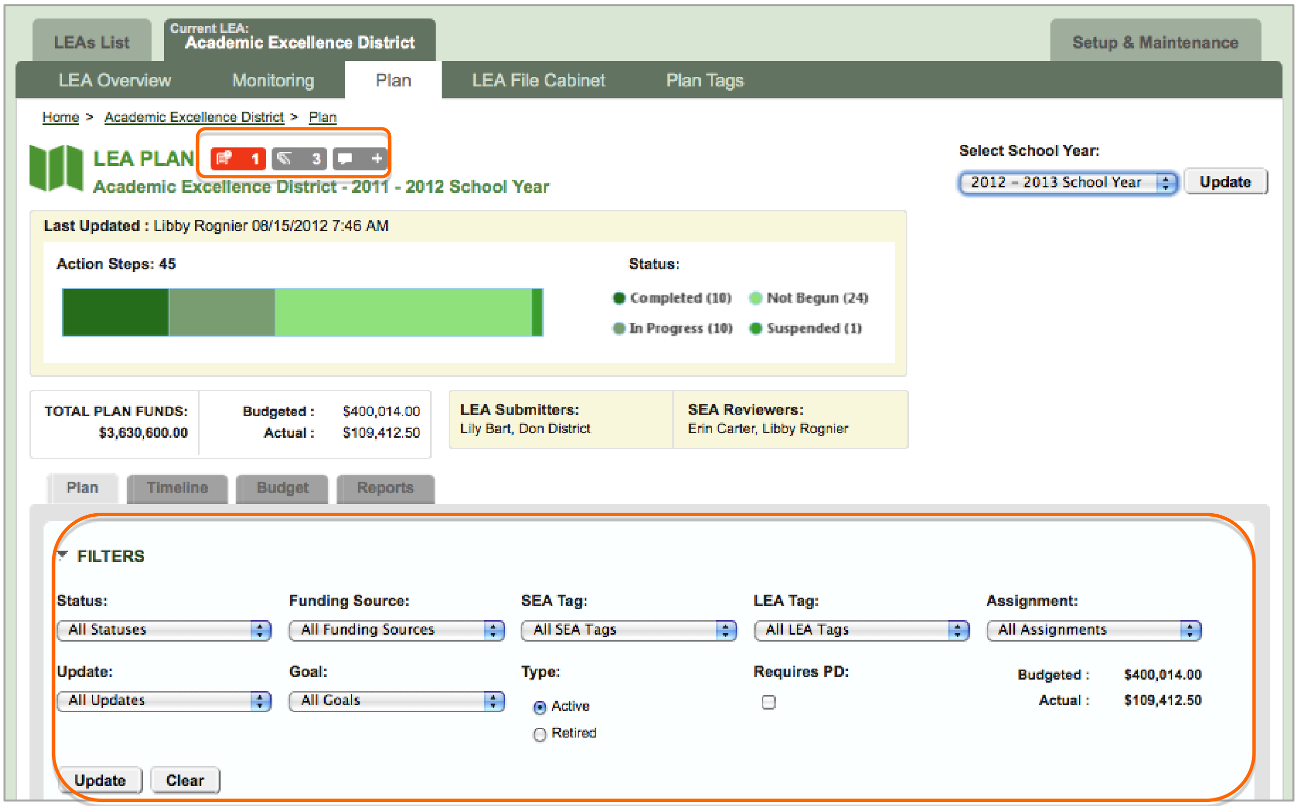
The LEA Overview shows summary data for the district and for each tab. To see LEA plan summary information, select the **LEA Plan Goals** tab. You will see a list of goals with the number of strategies and action steps for each goal, and when it was last updated. There is also a progress bar showing the number of action steps in each status.

To view the LEA plan, select the **Go To Plan Overview** button to navigate to the top of the plan, or the name of a goal to go directly to that area of the plan. You may also click the Plan link in the top, dark green bar to go directly to the plan overview.

Plan Overview and Features

Plan Overview

The Plan Overview shows all of the plan components in an outline view. It allows you to access and edit any part of your plan, attach and link to comments or files, see at a glance due dates for action steps and tasks, and identify what is overdue. Throughout your plan you will see red and grey icons indicating that you may add a comment, attach a document, or upload requested information from the SEA.

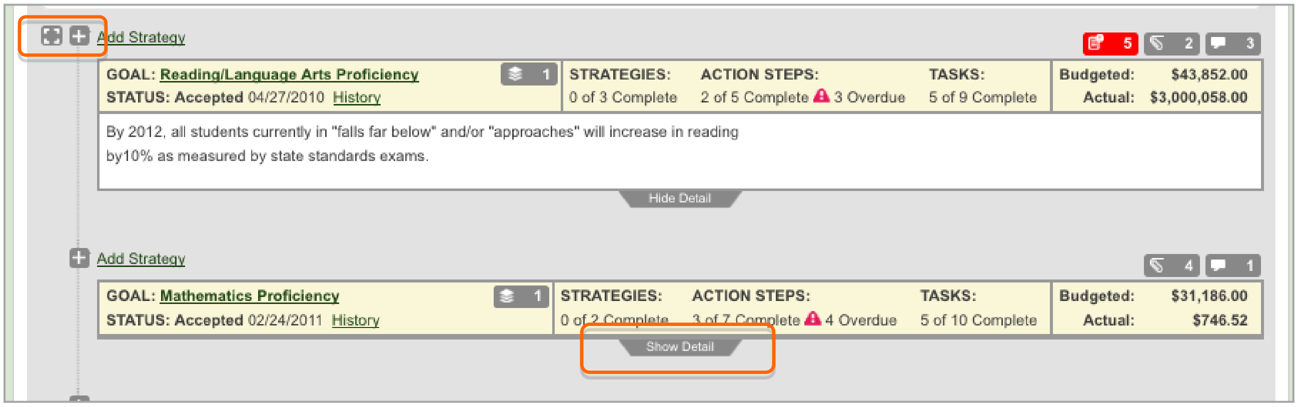


Plan Filters

There are several options for filtering the plan by information associated with action steps or tasks. These include **status** (Not Begun, In Progress, Completed, and Suspended), **funding source**, **tags** (State or LEA), person **assigned** to a task or action step, recent **updates** (Last 2 weeks, Last month, Last 3 months, Overdue) and individual **Goals** only. You may also show all active or retired components of the plan, or just PD activities. You may combine filters to see a more granular view of the plan, if desired.

Once you select the desired filter options, click **Apply** to refresh the plan outline and see the updated view. When filters are applied, only those portions of the plan matching the filter parameters will appear. The budget information within the filter box will also change to reflect totals for just the selected plan elements.

Note: When you apply a custom filter, that filter will stay active even after navigating away from the Plan Overview page and returning later. If you wish to reset your filter(s), select and **Apply** the new options, or click the **Clear** link to return to the full plan view.

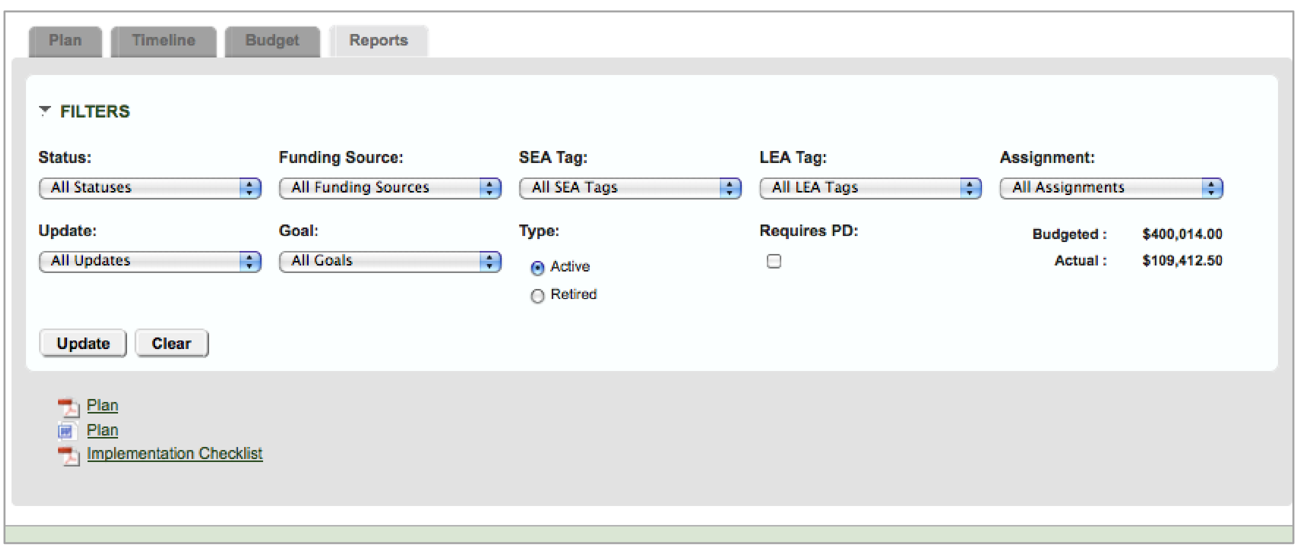


The default view of the plan is a collapsed view of just the Goals. To expand the entire plan, click the icon to the left above the first goal. To expand individual elements, click the **+** icon next to that element. You may also Hide or Show details throughout the plan, using the tab below each plan element.

Additional Plan Components

Generate Reports

The Reports tab allows you to create and print reports based on the content of your plan and the result of your filters. On the Reports page, select the desired filters; only those components which match the filters will appear in the report.



The Implementation Checklist report contains summary information and status note histories of all action steps and associated tasks, along with their associated strategies and goals. This can be a useful report for the Implementation Team to keep track of progress, or to show to stakeholders who want to see what steps the LEA or school has taken toward implementing their improvement plan. Selected filters also apply to the Implementation Checklist report.

After clicking the report link, your browser will download the report. The download location and how you access the print version will depend on your individual browser and download settings.

Plan Status

Status indicators throughout the plan quantify progress and identify areas of the plan that are completed, in progress, not begun, and overdue. These indicators can help you see at a glance those areas that need attention.

Quantitative data for goals and strategies are "rolled up" from the underlying information in action steps and tasks. For example, the budgeted amount on a goal is the sum of budgeted amounts from all action steps that reside under the goal.

Comments 

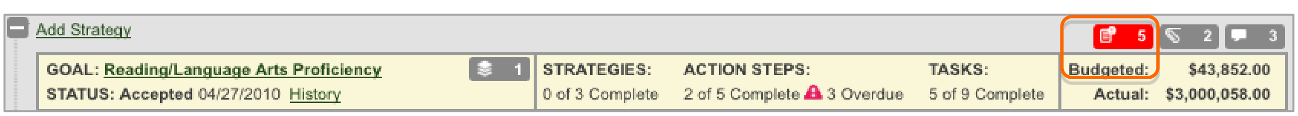
The comment icon indicates the number of comments associated with this plan element. Clicking the icon allows you to view and add a comment to that plan component. Comments may be added by users, or generated by the system through specific activities.

Resources

In addition to the attach document and comment links, there may also be a grey icon next to the title of a goal or strategy, indicating that the SEA has attached one or more Resources to assist you in completing your plan. Click on the icon to go to a list of provided resources.

File Cabinet

The file cabinet stores documents and web links uploaded by school or LEA users. File cabinet attachments are entered into the system either through a document request, or directly to an individual plan component (goal, strategy, action step). If there is a red document icon on a goal or strategy, it means that there is a document request from the SEA for that element.



This function allows the state to define a type of document, e.g. Parental Involvement Notice, and associate it with any number of plan and monitoring instrument components. By uploading a document to any instance of that document request, it is immediately available to all instances. This reduces duplication of effort to upload or review the same document multiple times.

To uploaded documents to a specific request, click on the red document icon, then find the specific document title, and attach your document.

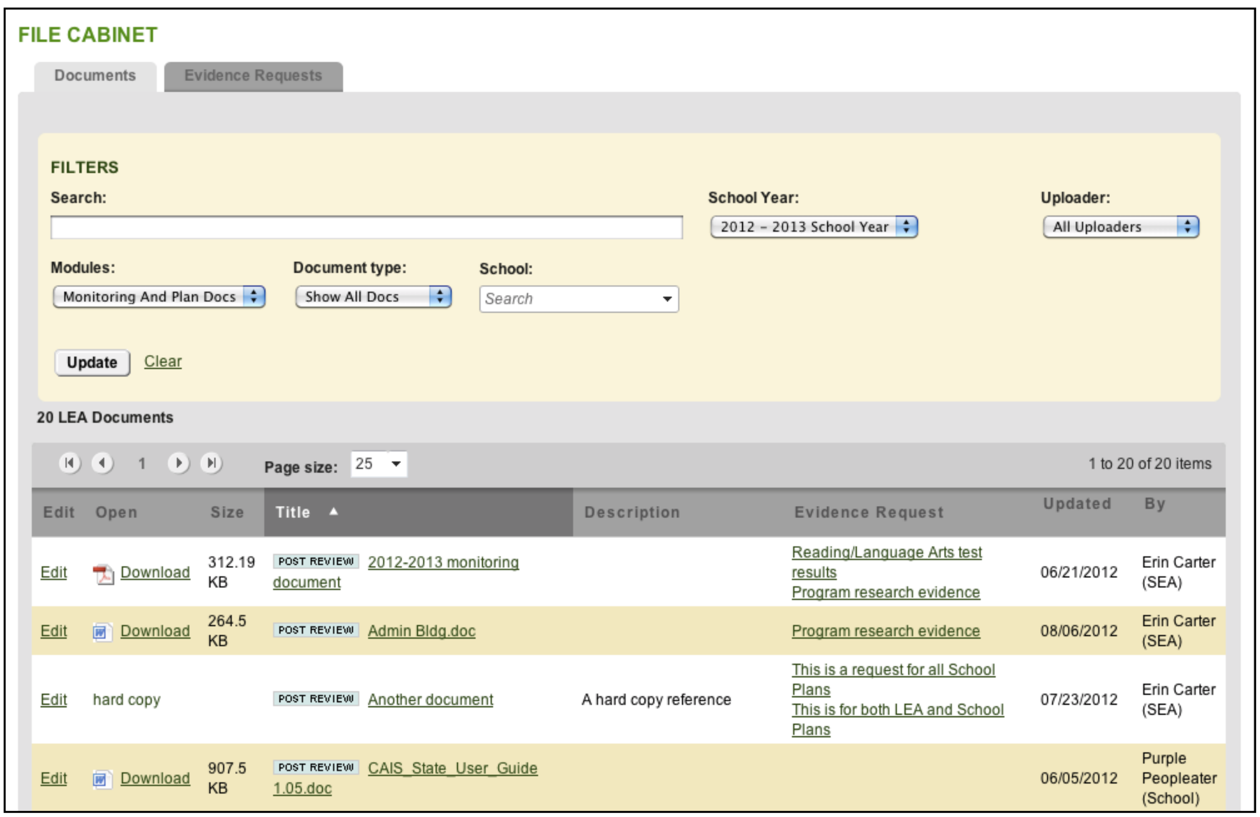
You may also attach documents and web links to any plan element where you see the grey paperclip icon. Once documents are attached, you will see the number of attachments to that element. By clicking on the icon, you will see a list of attached items to download them.

All documents uploaded by the LEA can be accessed from the main File Cabinet navigation tab. The LEA File Cabinet has two views: All Documents and Evidence Requests Only. The All Documents tab has all documents currently uploaded into the file cabinet for either Plan or Monitoring activities, including specific evidence requests, other plan documents, and files atttached to the Other Documents area of Monitoring Instruments.

The default view is the current school year. Use the school year filter to select a different year or All Years to remove the filter.

You may filter by the user who uploaded the document using the Uploader filter. You may filter by documents uploaded into either the plan or the monitoring areas of the system with the Module filter. If applicable, the Document type filters contains any values that exist for documents in the file cabinet: Draft, Hard copy or Post-review documents. If any documents have school associations, the School filter will display schools to select.

The text search will search for any words or part of word in the document Title or Description fields.



You may sort the File Cabinet by Title, Last Updated or Last Updated By. Click the column title to sort by that criteria. Click again to reverse the sort.

Document icons

Some documents might have icons next to the title.

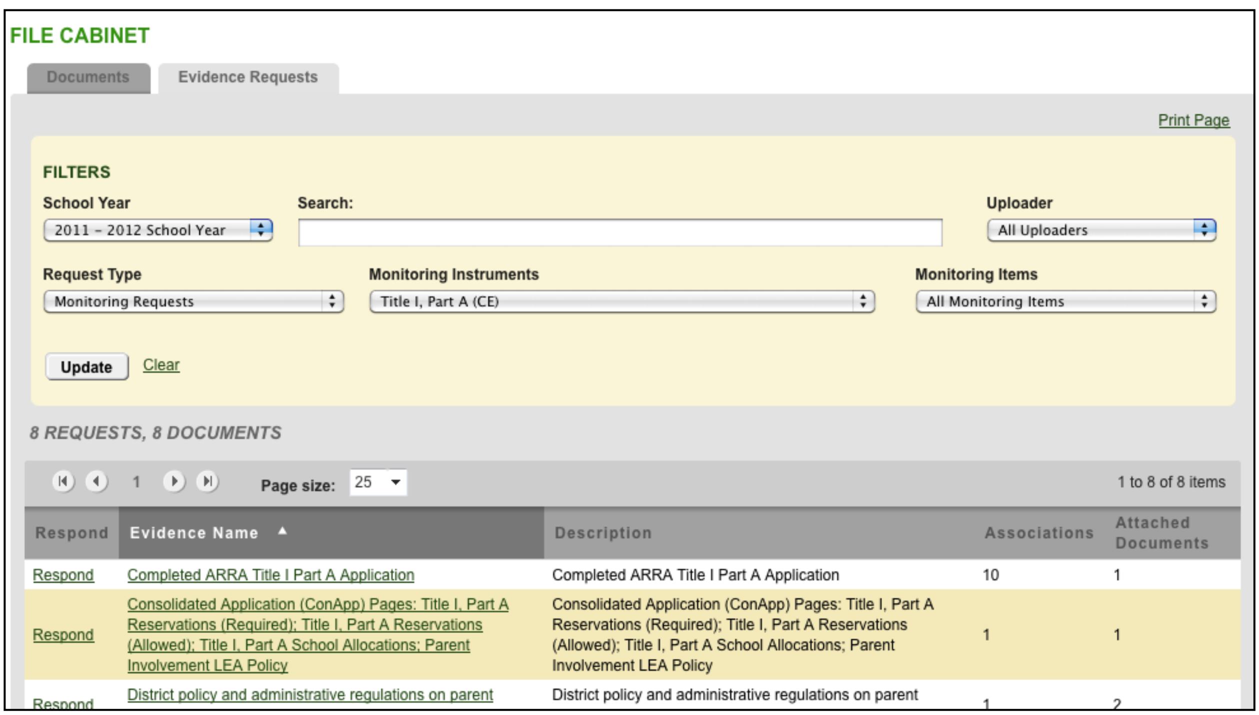
Lock icon: Documents with the Lock icon are attached to monitoring items that have been reviewed and have a status of Meets Requirements. These documents are locked from editing to provide a archive of what was used to determine compliance for that item.

Draft icon: DRAFT Documents with the Draft icon have been set to Draft mode by the uploader or document editor. State users may not download these documents.

Post Review icon: POST REVIEW Documents with the Post Review icon are documents uploaded after the instrument status has been finalized by the Reviewer. These may be documents that the LEA has uploaded to respond to state findings.

Evidence Requests in the File Cabinet

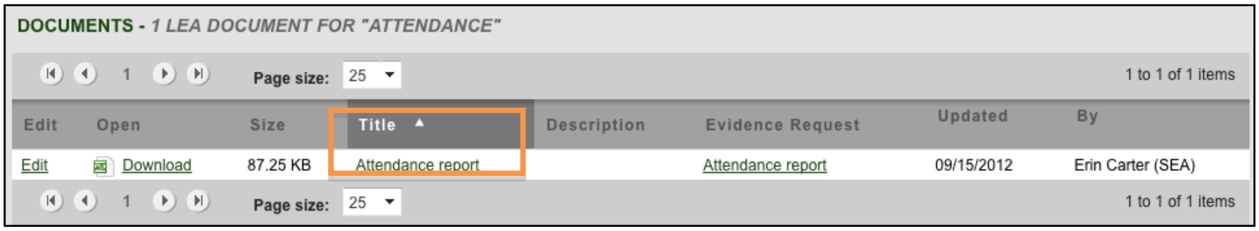
From the main File Cabinet view, the Evidence Requests tab shows all evidence requests in the system across both Plan and Monitoring activities. These include specific evidence requests for monitoring items, state goals and state strategies. You may select Monitoring Requests from the Request Type filter to show only requests for monitoring instruments (excluding plan-only requests). A second menu will appear with a list of currently assigned instruments. You may select one to narrow the list further by requests in that instrument. Another menu will appear to filter the instrument requests by a specific monitoring item, if needed.

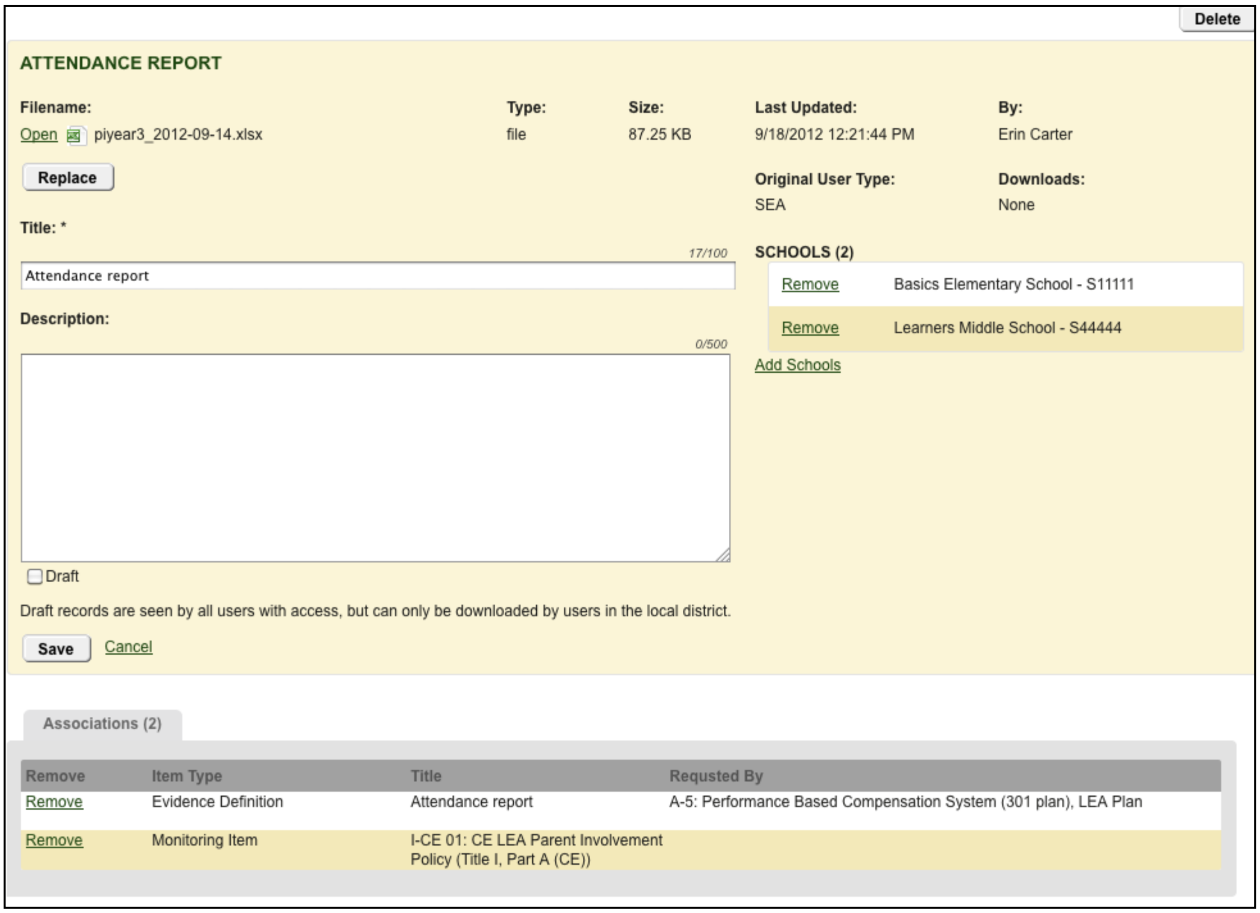


Click the evidence request name to view details about the request, including which monitoring items, plan goals and/or strategies the evidence request is associated with, and any documents that have been uploaded by the LEA for that request. Click **Respond** to upload evidence to the request.

Editing and Deleting Documents

If you have access to edit a document, clicking the Title of the document from any view of the file cabinet will lead to the Edit Document page.

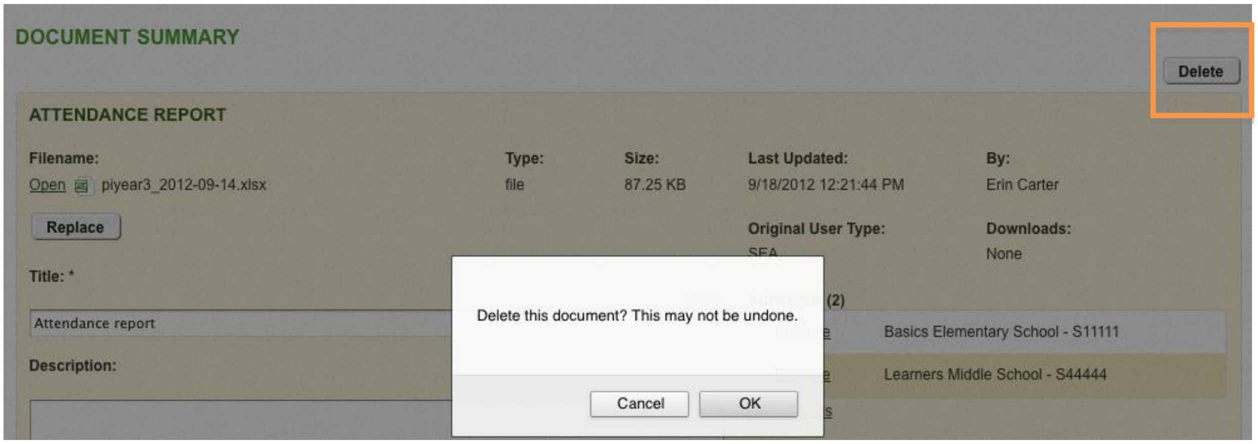




You may edit the Title and Description of any document, modify its Draft status, modify the URL for a web link, or replace a file for a document. School associations may be removed by clicking the **Remove** link to the left of the school in the Schools section. New schools may be added by clicking the **Add Schools** link.

The Associations tab lists all of the locations where the file is being used. You may remove the document's association with a monitoring item, plan element, or evidence request by clicking the **Remove** link to the left of the location name. This retains the document in the file cabinet for any (or no) remaining locations but severs the association with the removed location.

To delete a document from the file cabinet completely, click the **Delete** button at the top of the screen and confirm.



Entering Plan Data

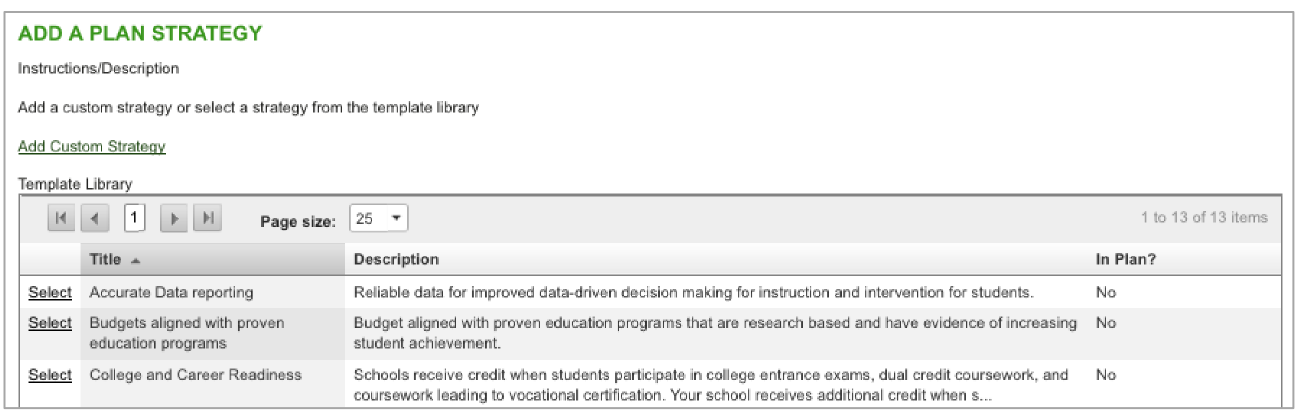
This section describes how users enter and update content to implement or refine the plan.

Goals

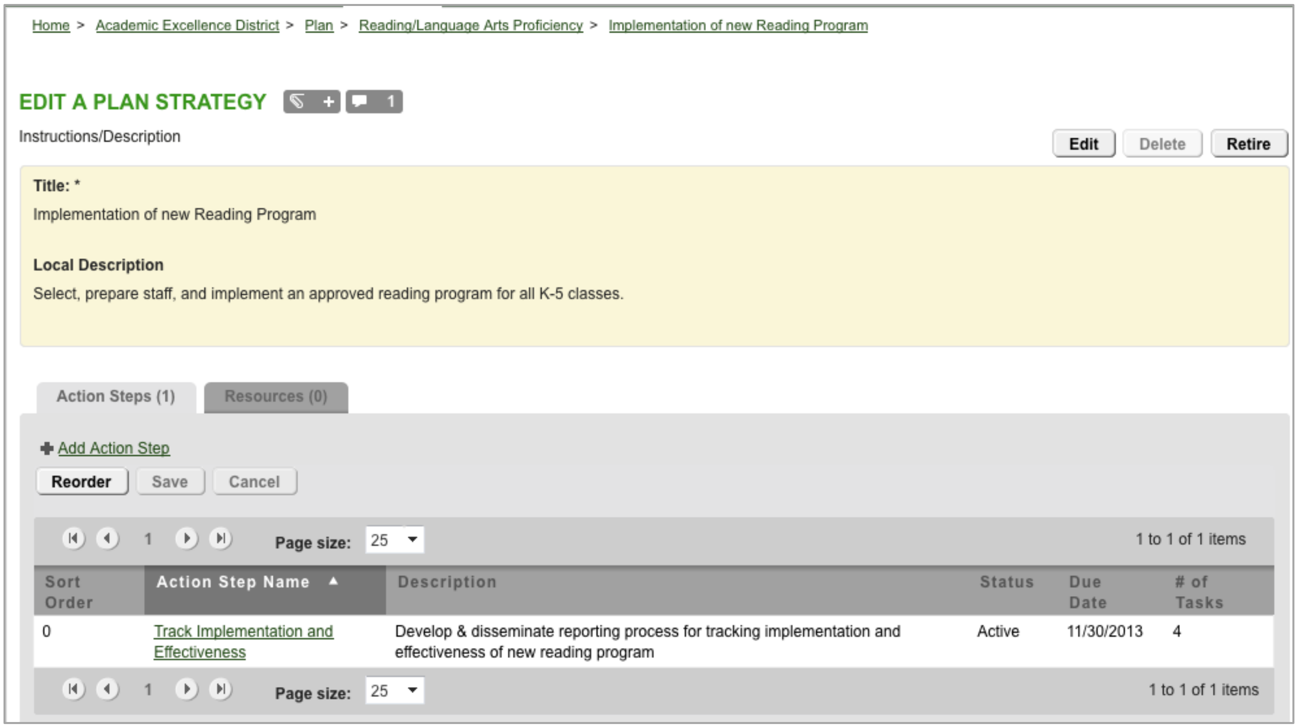
Goals may be added by the state, or by your LEA Plan Administrator.

Strategies

Strategies may be added by the state as part of an assigned goal, or by any user. You may add as many strategies as necessary to successfully achieve your goals. To do so, click the **Add Strategy** link above the goal summary section. If the SEA had added potential strategies for your use, you will see a Template Library with the Title and Description of available strategies. To add one of these, click the Select link next to the strategy title. You may also Add Custom Strategies as appropriate.



For each new strategy, enter a short title (50 characters) as a reference for the activity you are describing. For the description (500 characters), you may be more specific about what will happen and who will participate. When finished, click **Save** to return to the plan or **Save and Add Another** to continue adding strategies to that goal. Once a strategy is created, it will appear immediately in the plan.

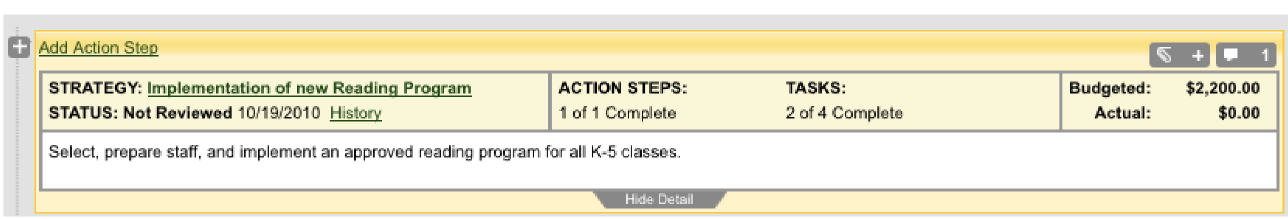


To edit a strategy, click on the title in the plan overview to access the edit page. This is also the page where you may add and reorder Action Steps for the strategy, and view resources associated by the SEA. Action Steps may also be added from the plan overview. If you click the Edit button from this page, you will also see the option to Move the strategy to a different goal. Moving the strategy will move any associated action steps and tasks as well.

Action Steps

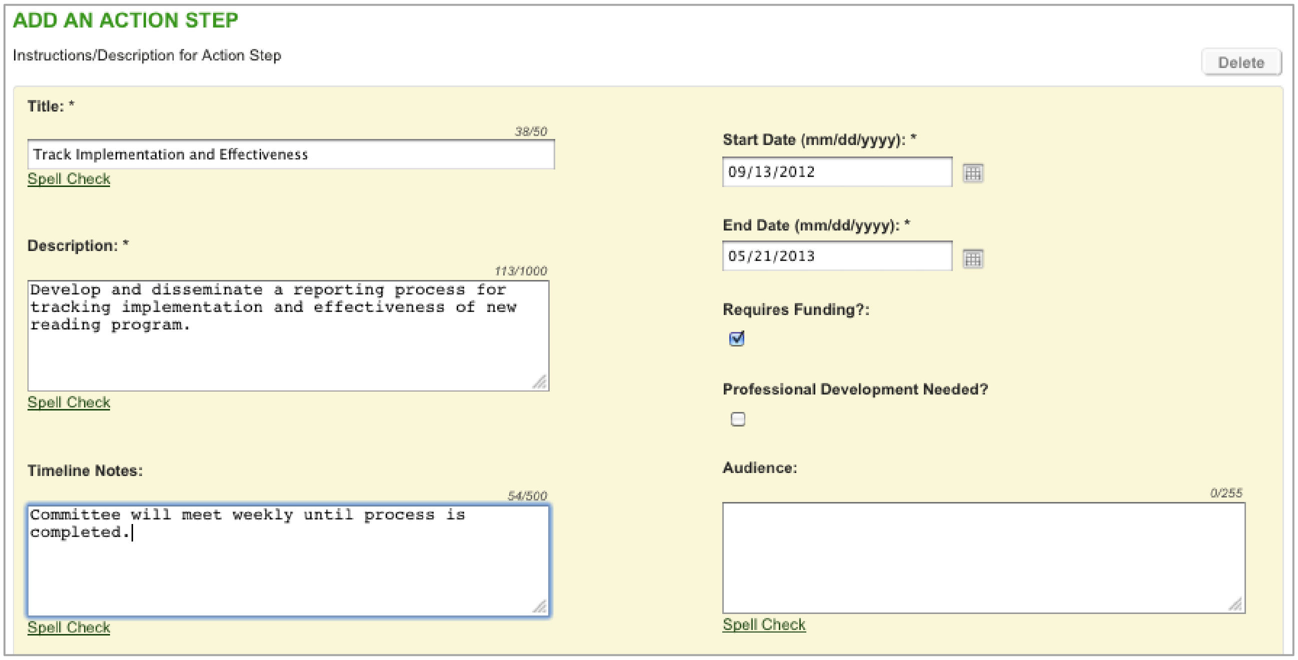
Action steps contain most of the key detail associated with your plan, including tags, tasks, budget information, persons responsible, and status of implementation. Under each strategy, add specific action steps that outline what needs to be done to achieve it. Action steps should be reasonable activities needed to accomplish a strategy, leading to the achievement of a goal.

Above any strategy in the Plan, click the **Add Action Step** link to create a new action step.



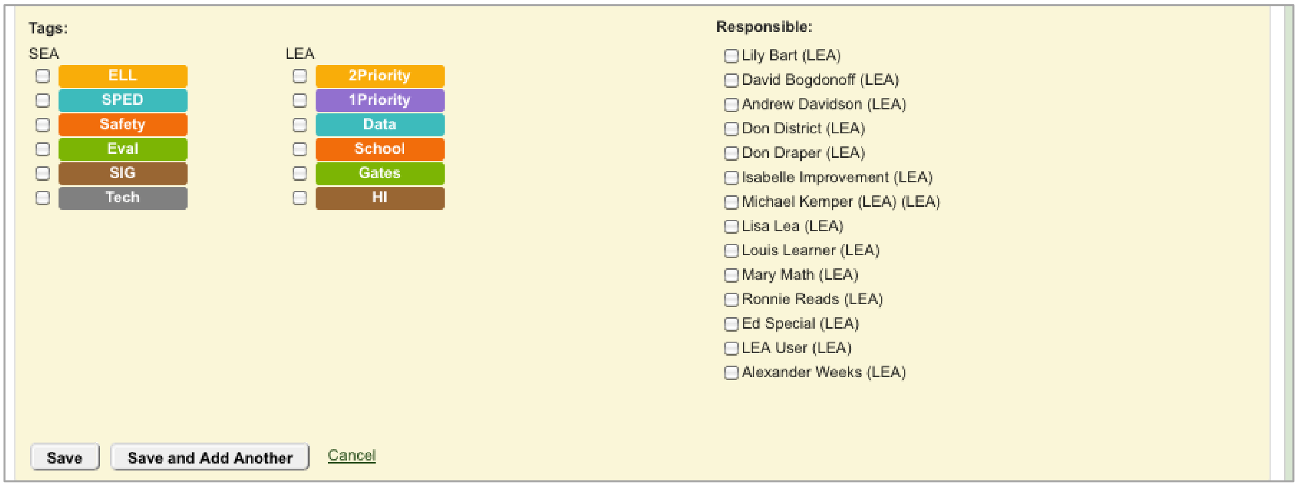
The fields with an asterisk (*) are required: Title, Description, Start and End dates. If the action step activity takes place over a long period of time, you may want to add **Timeline Notes** (e.g. Once per week for 10 weeks). If appropriate, check the **Requires Funding** and/or **Professional**

Development checkboxes. You will come back later to specify budget item(s) and actual costs. Budget amounts assigned to action steps total up to the strategy and goal levels on the Plan Overview. If this is a Professional Development activity, you may note the intended audience.



Tags

Plan tags may be assigned to the action step. There are two sets of tags; one set from the SEA and one set created by the LEA Administrator. Both sets are available in LEA and school plans. Tags designate special programs or populations that are associated with the action step (e.g. English Learners or LEA Gates grant activities). Putting tags on action steps allows you to filter the plan for specific designations in the Plan Overview. For example, you may want to filter on all activities related to a specific grant to create a report for the funder. You may check as many tags as are relevant for the action step.



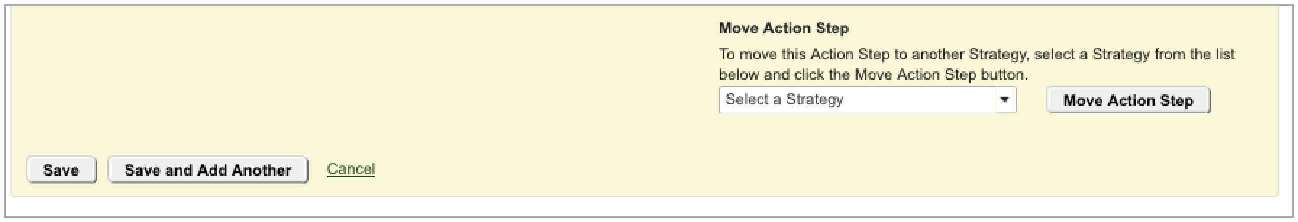
Finally, you may identify one or more persons who are responsible for implementing or tracking this action step. A list of all users associated with your LEA and schools will appear. When finished, click **Save** or **Save and Add Another** to continue plan entry.

Below is a brief explanation of each field on the action step detail screen.

Title	Short title of the action step. **Maximum characters: 50**
Description	Detailed description of the action step. **Maximum characters: 1000**
Start Date / End Date	These dates are graphed on the Timeline, generate reminder icons on the Plan Overview to show which Items need attention, and trigger notifications. Choose from the calendar or enter as **mm/dd/yyyy**
Timeline Notes	Notes that will appear in the action step detail regarding the planned implementation schedule. **Maximum characters: 255**
Requires Funding?	Check this box if the action step will require funding. This enables budget functionality for the action step.
Professional Development Needed?	Check this box if this action step involves professional development for staff. This will allow you to filter the plan and see only the PD components.
Audience	Use this field to enter who would need to attend any professional development activities, if appropriate.
Tags	Select the appropriate tags that apply to the action step. These tags are used for filtering purposes on the Plan Overview and when generating reports. Check all that apply.
Responsible	Designate one or more person responsible for the implementation of this action step.

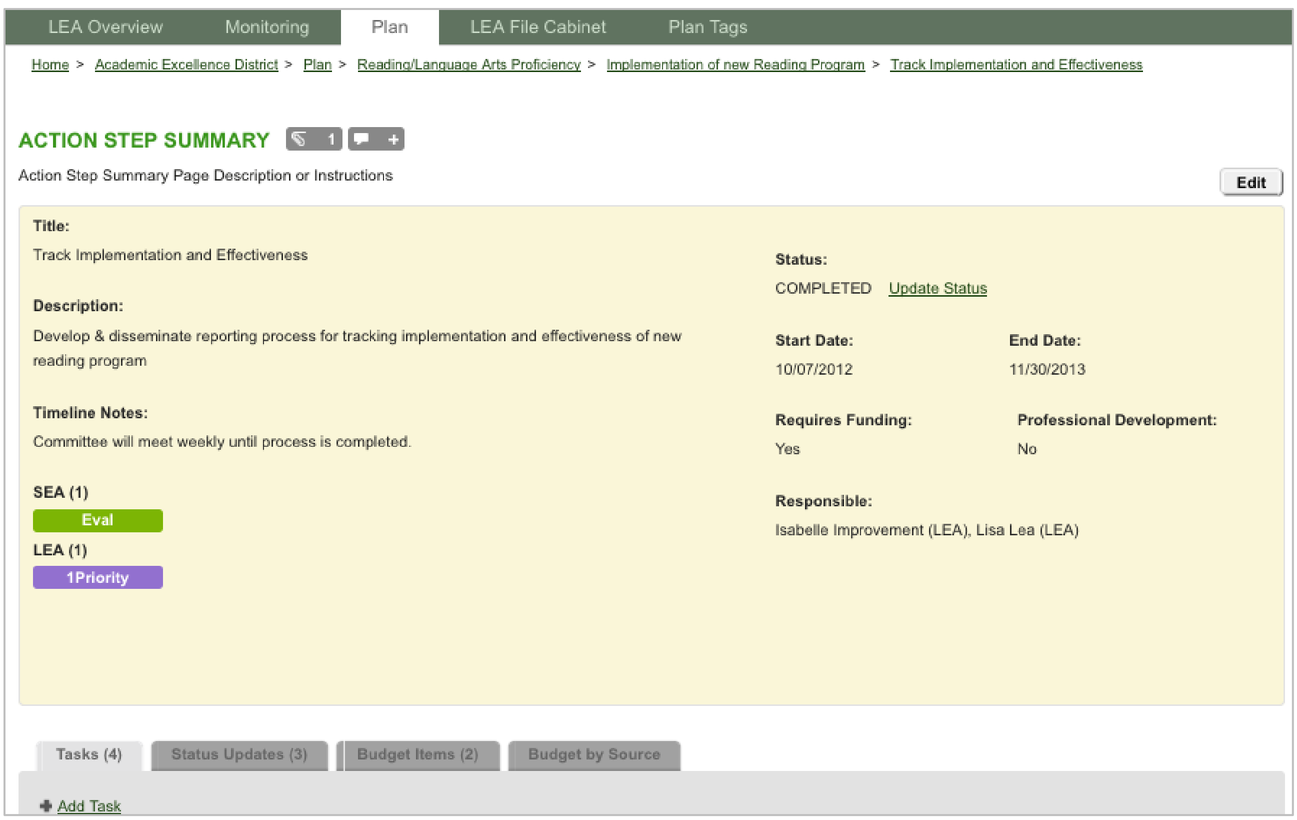
Move an Action Step

Once an Action Step is created, you have the option to move it within your plan, if you decide it better supports a different strategy. From the action step summary page, click Edit. At the bottom of the edit page, select the “move to” strategy from the drop-down list and click **Move Action Step** to have it appear under a different strategy. All information related to the Action Step, including its tasks, will move with it. You may also move a strategy to a different goal, which will also move all related information.



Action Step Detail Views

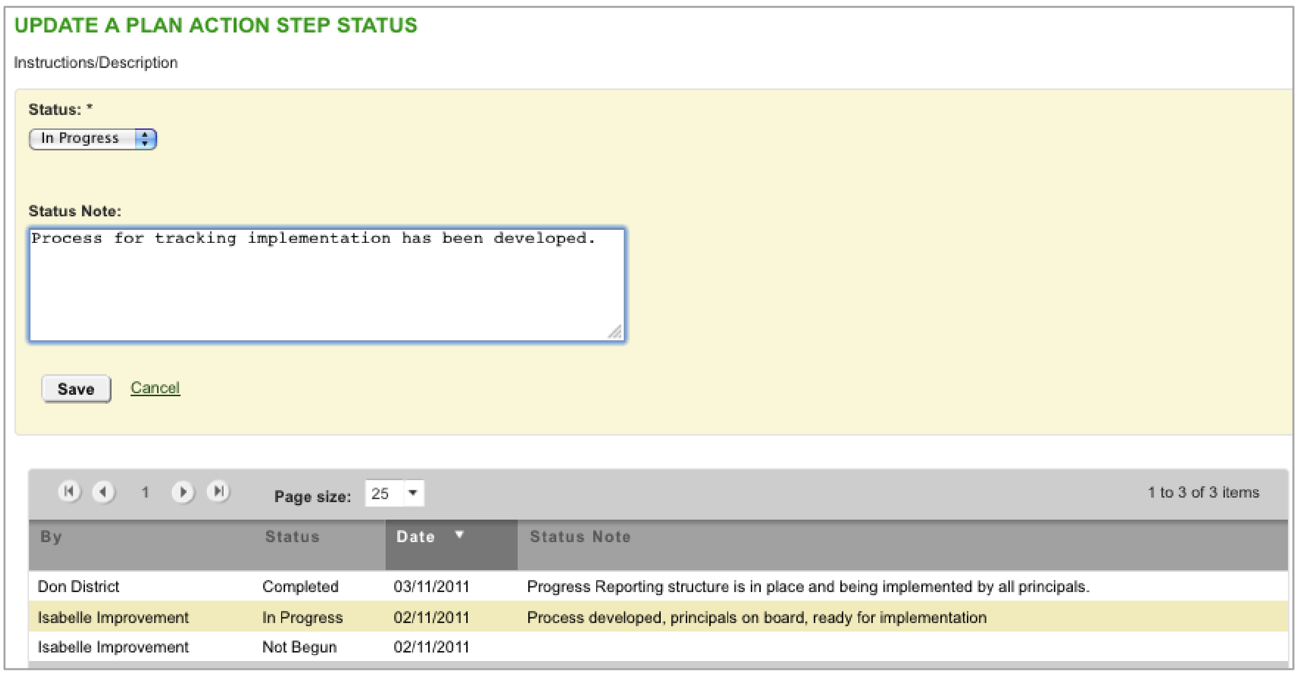
Once an action step is created, the action step summary page is displayed. You also reach this view by clicking on the action step title from the Plan Overview. The breadcrumb links at the top of the page show the related strategy and goal for this action step. The summary view shows basic details of the action step.



This is where plan implementers may come to edit content, add tasks, or update progress toward completing the Improvement Plan – attaching relevant files, adding comments and status updates, updating task information, and recording budget information.

Status Updates

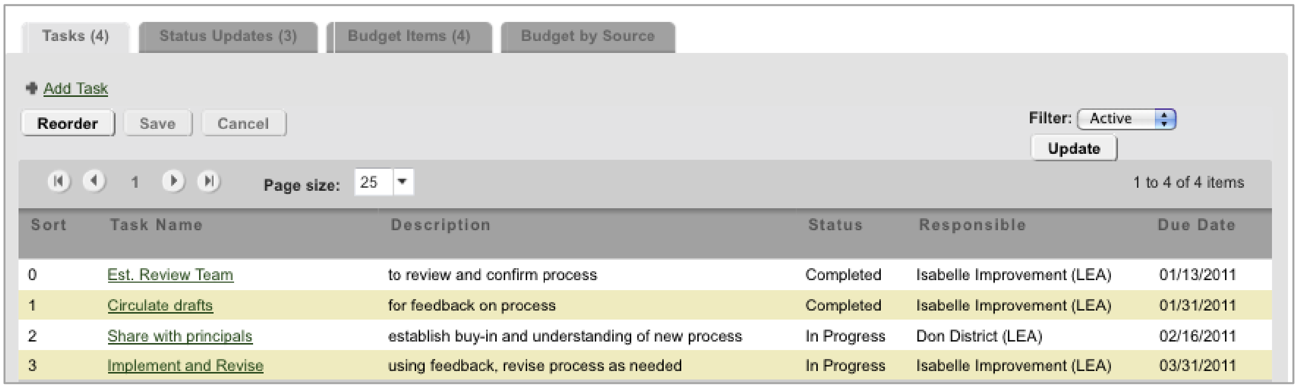
Status updates and associated notes are intended not only to report on progress toward completion of the plan, but also to provide a thoughtful review of the effect of actions taken and adjustments recommended to accomplish the goal. This is where you can describe in detail what has been done, what the effects have been, and what will be done next. Status Notes may be up to 255 characters in length. To add lengthier comments, use the Comment box or add an attachment, and note in the status update where to look for additional information. Updates may be viewed and added on the Status Updates tab. To go directly to this page from the plan overview, click the **Update Progress** in the action step Status line.



This page also shows the history of updates on this step, including who posted the update, when, and notes about the status.

Tasks

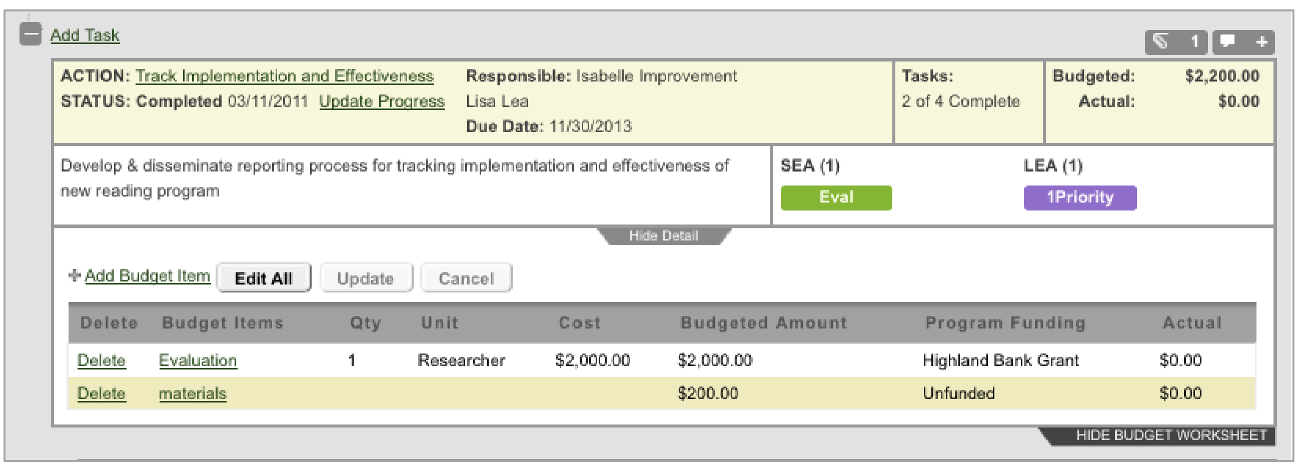
Once an action step is created, you may want to break it up into more granular, specific activities. You may find tasks helpful to keep track of who is responsible for each part of the action step implementation. Tasks appear in the Plan Overview with their due dates to help keep you on target for implementing your plan. Task descriptions may be up to 255 characters.



Tasks also have status updates which may be changed on the task edit page from the Action Step Summary Tasks tab, or the Plan Overview **Update Progress** link.

Budget Items

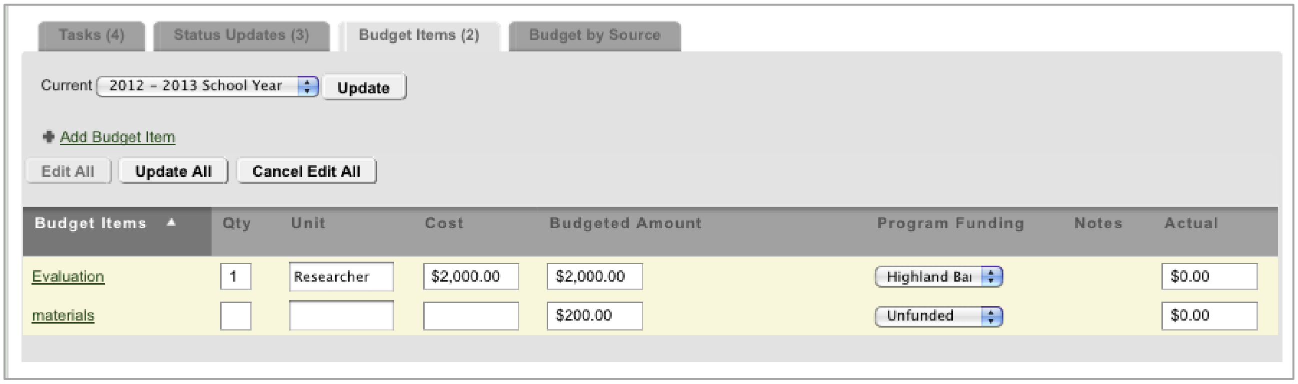
The plan budget section allows you to review all available funds that you will use to complete your plan. If your action step is checked as requiring funding, you can use budget items to itemize costs, and indicate which funding source will be used. The Budget Items tab on the action step displays budget items already assigned to an action step. You will also see this information displayed on the lower section of the action step on the plan overview.



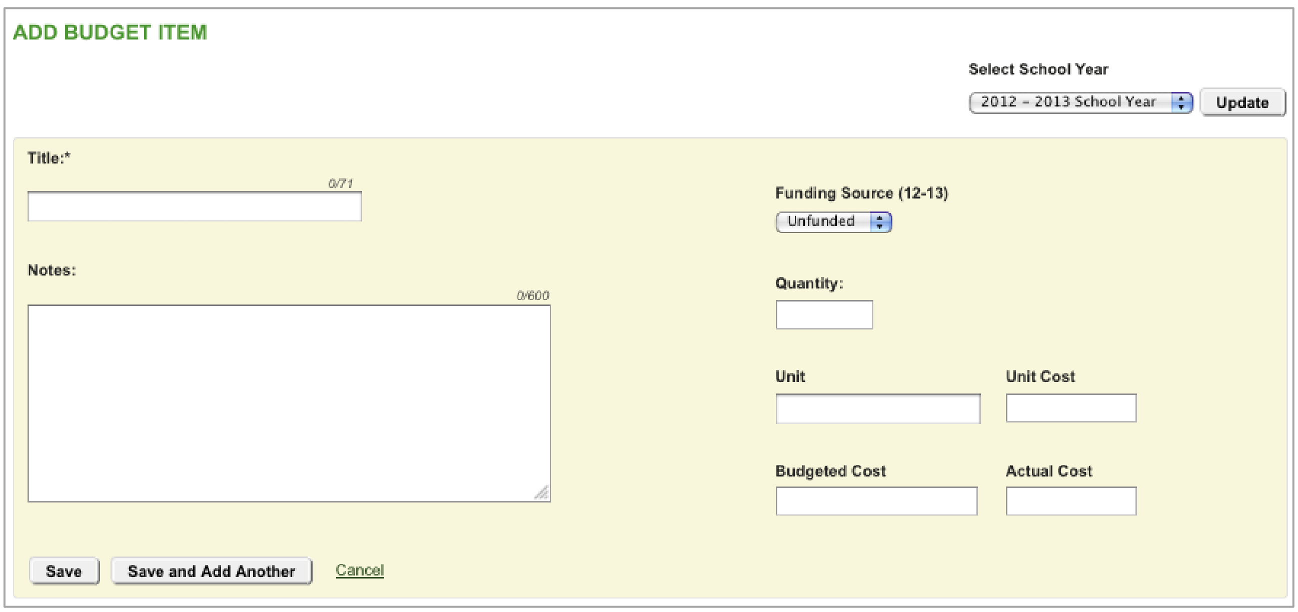
Tracker filters budget items by school year through the funding source. You may use the school year filter to view budget detail from previous years.

There are two places to add and manage budget items: the Budget Items tab on the action step summary, and the Budget Worksheet view on the plan overview. You may also edit some budget information on the plan budget page. Each area is described below.

To edit all budget items for an action step simultaneously, click **Edit All**. The table will allow you to change the quantity, unit, cost, budgeted amount, source, or actual amount of any or all items. Click **Update All** to save your changes. You may edit a single budget item and notes by clicking on the title in the first column.



To add a budget item, click **Add Budget Item**. From the action step Tab view, you will go to a separate page to add item information. From the plan overview, you will see a blank row added to the budget worksheet view.

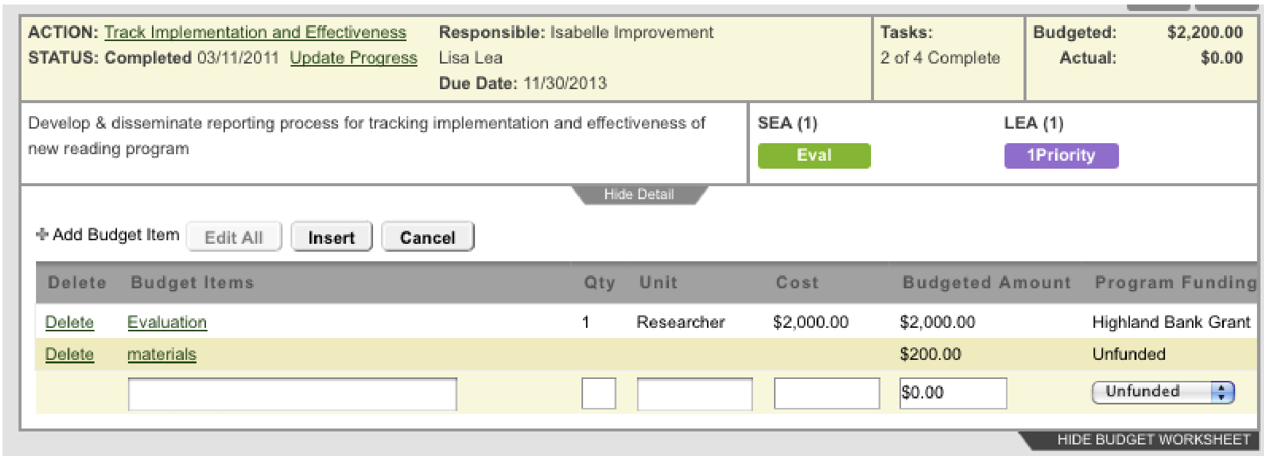


The Budgeted Cost may be derived in one of two ways. Either enter a Quantity and Unit Cost (Budgeted Cost will be calculated) or just enter a Budgeted Cost (no Quantity or per unit Cost information.) The Unit field is a text field to describe the item, e.g. “books” or “sets.” The Budgeted and Actual amounts will appear on the action step overview, and the total amounts allocated for all action steps will roll up to the strategy and goal levels of your plan. You may also add any notes about this budget item, if appropriate. Click **Save** to return to the action step page, or **Save and Add Another** to enter additional expenses for this step.

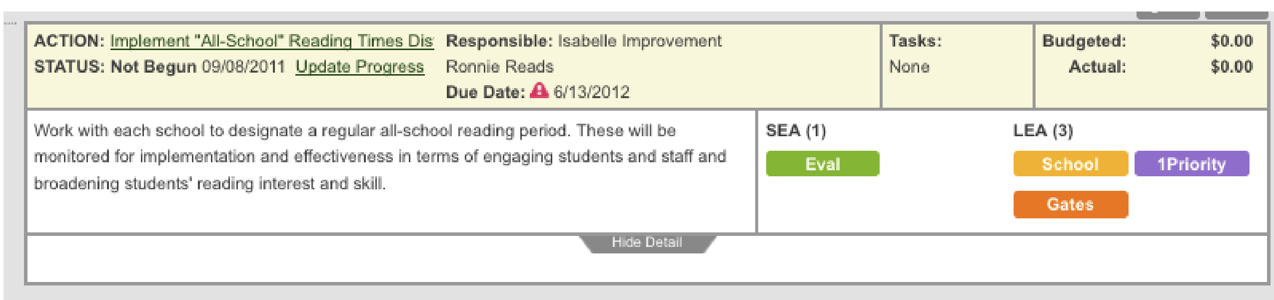
You are not required to assign a funding source to budget items at this point. This is particularly helpful as you develop your budget for the upcoming year. Unfunded items are easily identified from the plan Budget page, described below.

Budget Worksheet

Action steps in the Plan Overview offer another way to manage budget items. Displayed in the lower part of the expanded action step detail is the budget worksheet. (You may hide this from view with the Hide Budget Worksheet tab.)



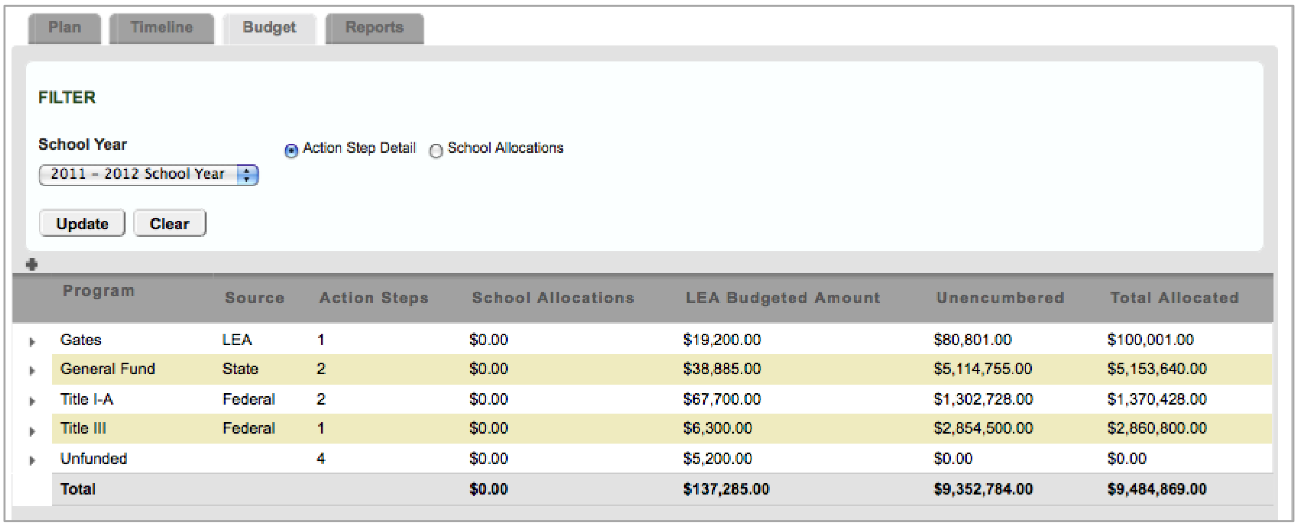
This section shows existing budget item information for action steps marked as requiring funding. The view allows editing, adding or deleting budget items for the action step, from the Plan Overview. **Edit All** allows you to edit the title, quantity, unit, cost, budgeted and actual amounts, or funding source. Click **Update All** to save your changes, or **Cancel** to return to the original item information. Changing budget item information in the worksheet automatically updates this information wherever budget items/totals appear.



Note that if **Requires Funding** is not selected on the action step record, the Budget Worksheet section will not appear for that action step. You may click on the title of the Action Step and Edit the content to check the Requires Funding box.

Plan Budget

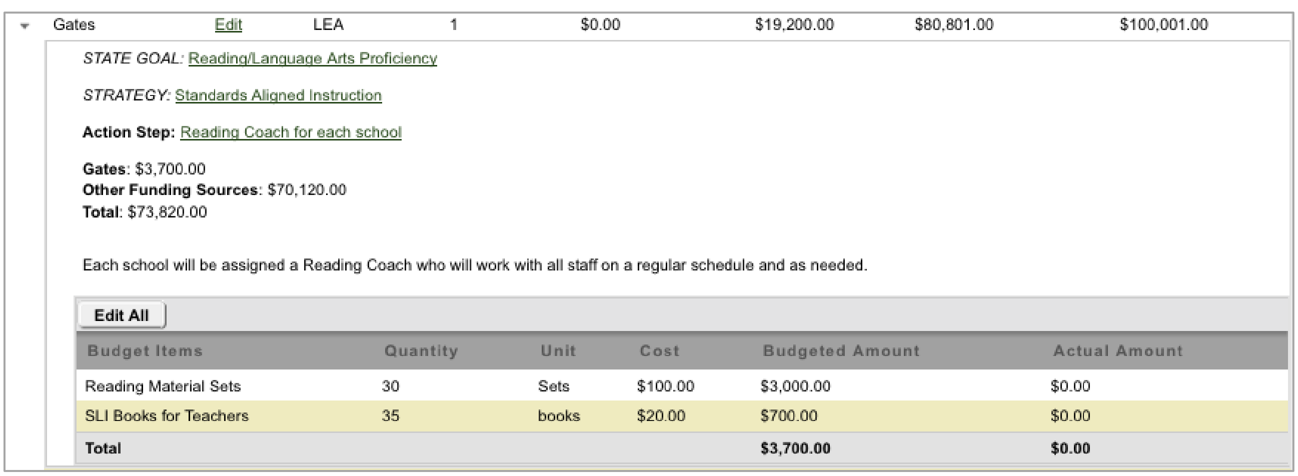
The Plan Budget page is a funding summary for your entire plan. To view this page, select the **Budget** tab at the top of the plan. It displays a list of all funding sources in the selected year, their source (Federal, State, LEA), number of action steps currently funded by this source, school allocations (on the LEA Budget), budgeted amount (total currently assigned to budget items), unencumbered amount (available to allocate), and total allocation. Hover over the column headers to see tips or full descriptions of the column. All budget amounts are updated immediately when you make changes anywhere in the plan.



Program	Source	Action Steps	School Allocations	LEA Budgeted Amount	Unencumbered	Total Allocated
Gates	LEA	1	$0.00	$19,200.00	$80,801.00	$100,001.00
General Fund	State	2	$0.00	$38,885.00	$5,114,755.00	$5,153,640.00
Title I-A	Federal	2	$0.00	$67,700.00	$1,302,728.00	$1,370,428.00
Title III	Federal	1	$0.00	$6,300.00	$2,854,500.00	$2,860,800.00
Unfunded		4	$0.00	$5,200.00	$0.00	$0.00
Total			**$0.00**	**$137,285.00**	**$9,352,784.00**	**$9,484,869.00**

To view detailed expenditures for a particular funding source, click the arrow next to the program title to roll out related action steps and budget items. You will also see if multiple funding sources are assigned to a specific action step. An action step may appear on the plan budget page more than once if it contains budget items from multiple funding sources.

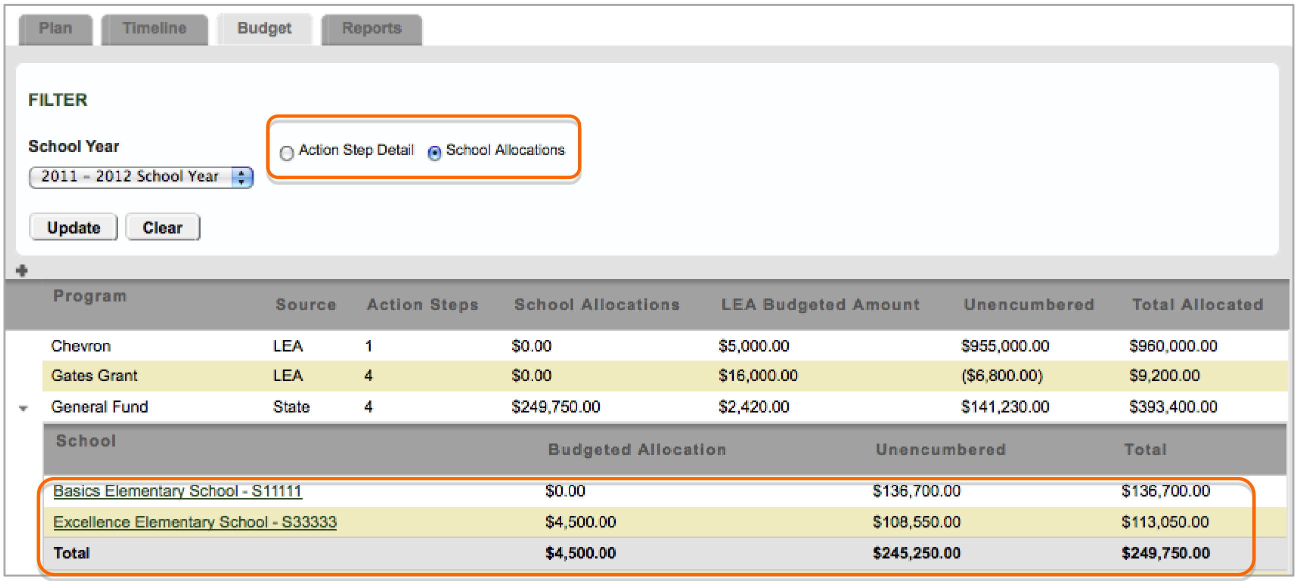
You may also edit item amounts from this view.



Budget Items	Quantity	Unit	Cost	Budgeted Amount	Actual Amount
Reading Material Sets	30	Sets	$100.00	$3,000.00	$0.00
SLI Books for Teachers	35	books	$20.00	$700.00	$0.00
Total				**$3,700.00**	**$0.00**

School Allocations

On the LEA plan's Budget page, you have the option to view the school allocations for each source, as well as the budgeted allocation and unencumbered totals for that funding source and school. Select the **School Allocations** view at the top of the budget page and click **Update**. Roll out any funding source with an amount in the School Allocations column, to see the funded schools.

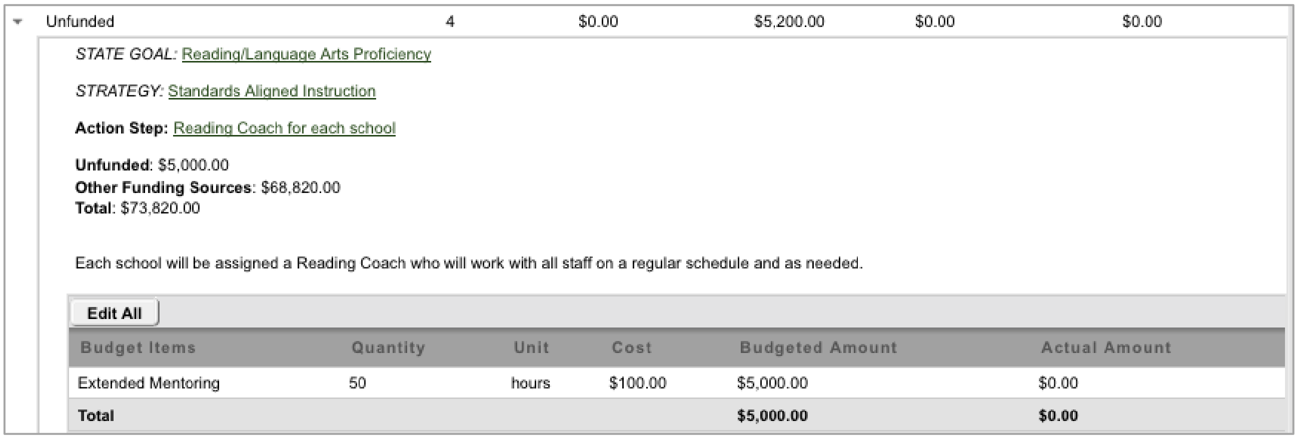


You can see how much the school has budgeted from that source in their school plan. Click the name of the school to go directly to the school budget page and see how the school has allocated the funds.

Unfunded Items

The final program line on the plan budget shows the unfunded items in your plan. This allows you to easily identify and resolve action steps and budget Items that require funding. Action steps appear in this list as unfunded under two circumstances:

- The action step is checked as requiring funding but contains no budget items
- The action step contains budget items that are not yet assigned a funding source.



Unfunded	4	$0.00	$5,200.00	$0.00	$0.00

STATE GOAL: Reading/Language Arts Proficiency

STRATEGY: Standards Aligned Instruction

Action Step: Reading Coach for each school

Unfunded: $5,000.00
Other Funding Sources: $68,820.00
Total: $73,820.00

Each school will be assigned a Reading Coach who will work with all staff on a regular schedule and as needed.

Edit All

Budget Items	Quantity	Unit	Cost	Budgeted Amount	Actual Amount
Extended Mentoring	50	hours	$100.00	$5,000.00	$0.00
Total				**$5,000.00**	**$0.00**

You may edit the quantity, cost and budgeted amounts on the plan budget page. To add items or assign funding sources, click the action step title to go to the budget items tab. Once you have determined how you will fund these items and add funding sources, they will move under the appropriate funding source in your budget.

Plan Budget Tracking

You may access and edit budget items from the plan Budget page, from the Plan Overview's Budget Worksheet section on action steps, or from the individual action step Budget Items tab. Actual amounts spent for the items may also be entered in any of these places.

To track the expenditures from a specific program funding source, either roll out that source on the Budget page, or select the funding source from the plan filters on the overview.

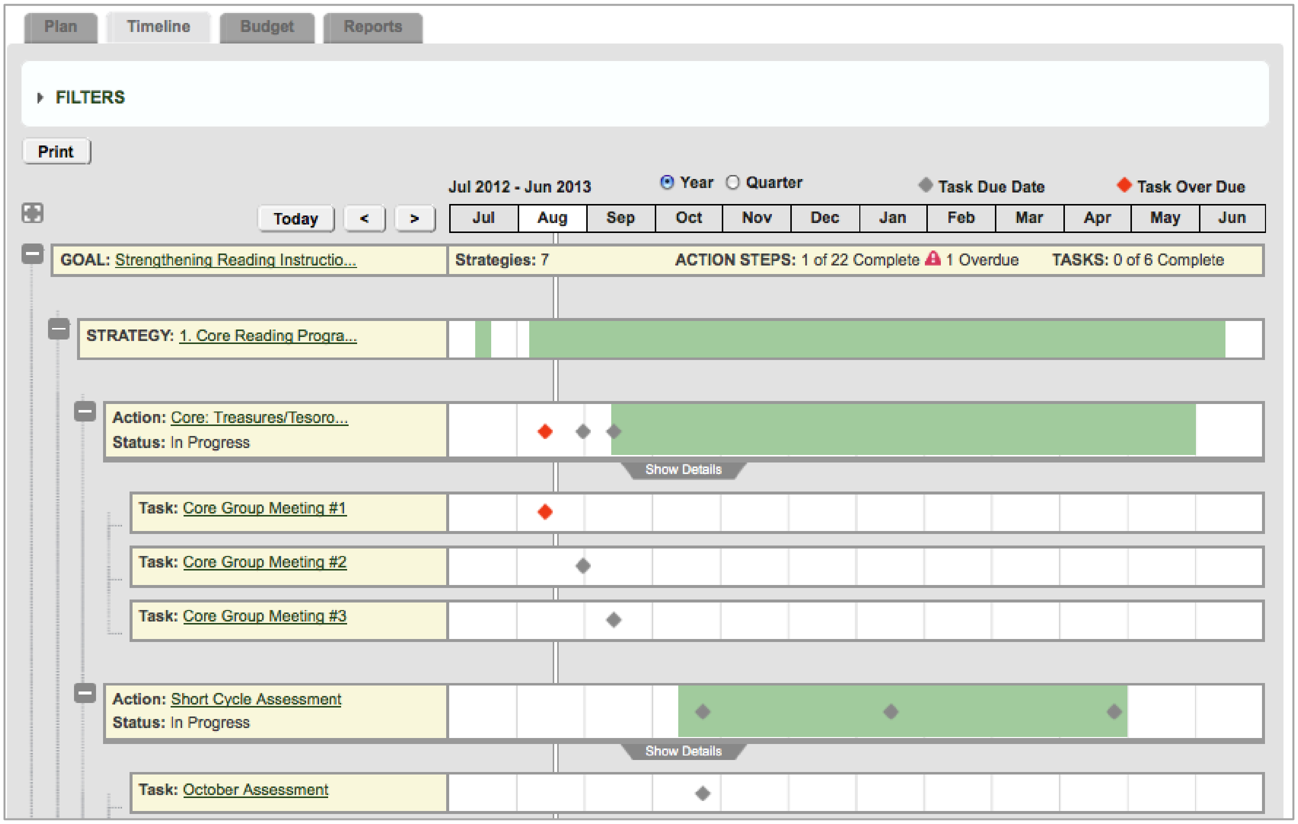
When a funding source filter is applied, you will see only those action steps, with associated strategies and goals, which have budget items assigned to that source.

The budgeted and actual amounts show in the action step lines of the Plan Overview. You may view the plan activities in the context of one specific funding source, and print that view, to provide detailed plan information to program or grant monitors.

Timeline

Once your plan is entered, the Timeline view, accessed by clicking the Timeline tab, lets you see the distribution of activities and provides a visual chart of what should be in progress or due throughout the year. The colored bars show the time span of each action step. Diamonds designate task due dates. Red diamonds indicate tasks that are overdue. You may view the entire year timeline, or view one quarter at a time. By looking across the school year, implementers can see upcoming due dates, and make sure the distribution of activities is reasonable. The titles of the action steps and tasks are linked to those content pages in Tracker, allowing quick adjustment of due dates, if necessary.

The Timeline may also be filtered by any of the available Plan Overview filters. (Filters are collapsed in this view; click on the > to expand and apply filters.) Filters allow users to view just the activities they are responsible for, just overdue activities, or view by Tags or Funding Sources.

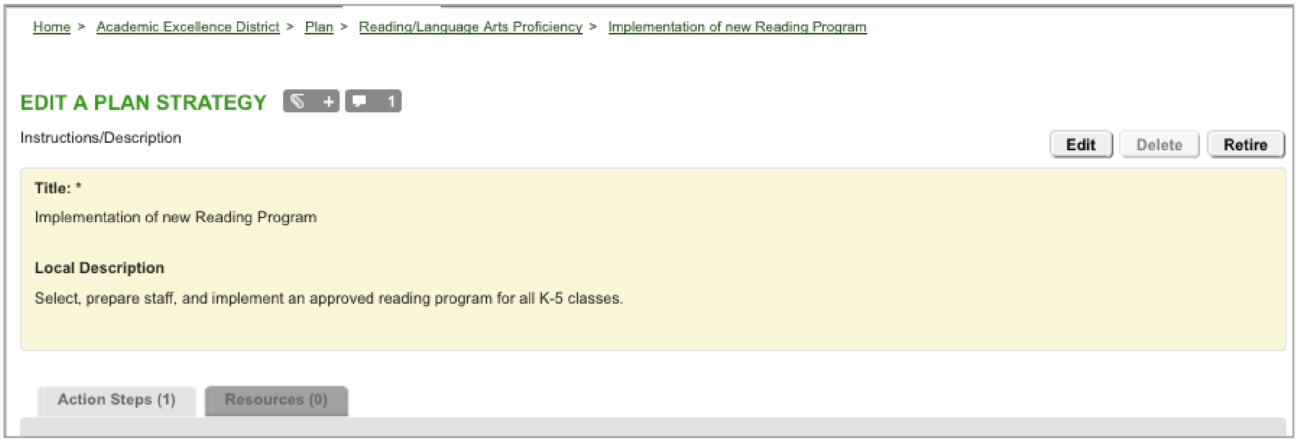


The Timeline may also be printed for reference offline. Any filters applied will be reflected in the printed view.

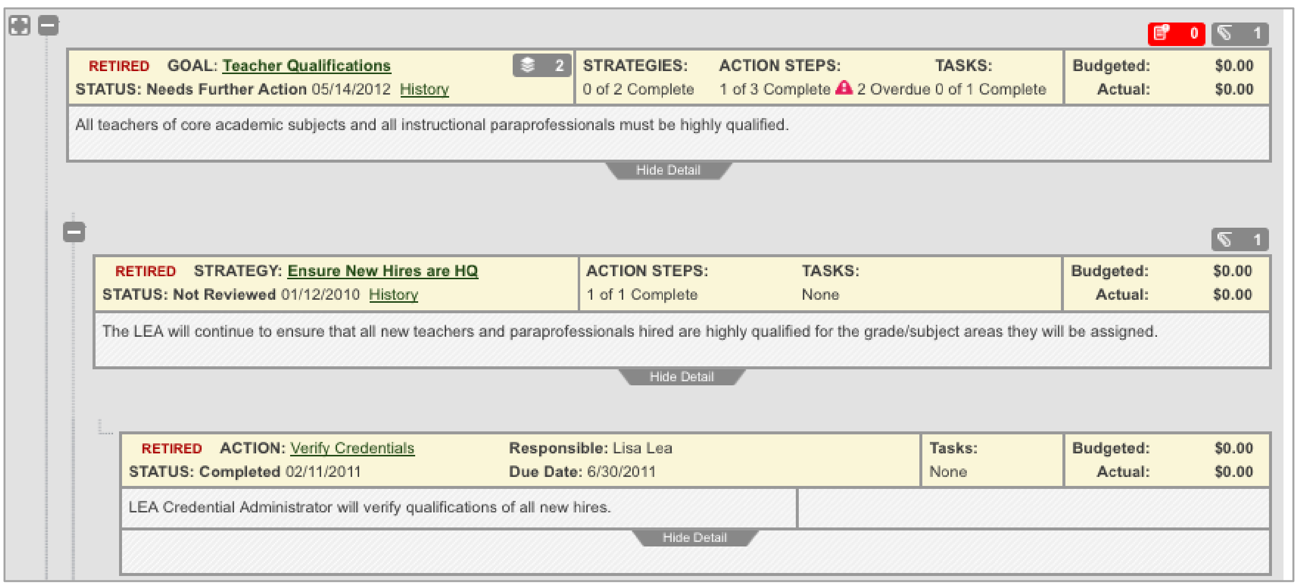
Retiring Plan Elements

Your Tracker plan is a continuous action plan. Some goals, strategies and action steps may be carried over from year to year, some may be completed or are no longer valid. Once a plan element is no longer a current reflection of your work, you may wish to "retire" it from view in your ongoing plan. Any element added by the LEA or school may be retired. State-assigned goals and strategies may only be retired by the SEA. SEA-retired goals and strategies may be re-activated by the LEA or school, if you'd like to keep it in your plan. Retiring any element automatically retires everything below it in the plan, i.e., retiring a goal also retires all associated strategies, action steps and tasks. Retiring an action step also retires its tasks, but leaves the associated strategy and goal unchanged. Once an element is retired, it may be viewed by selecting the **Retired** filter at the top of the plan. Any retired element may also be re-activated and brought back into the current plan, along with all of the retired elements below it.

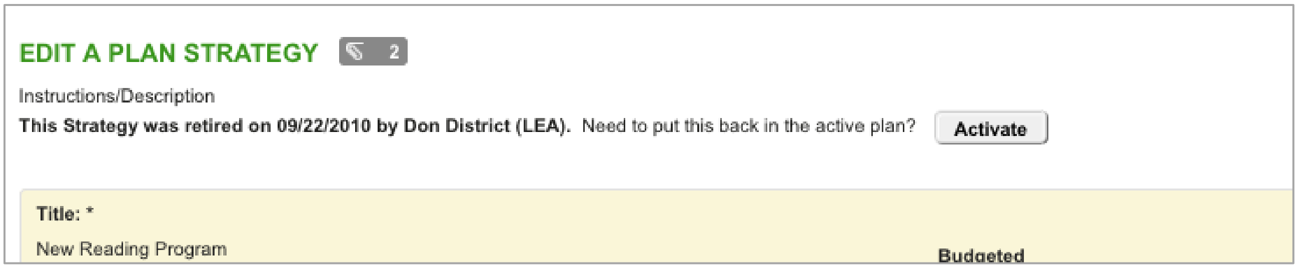
To retire a plan element, click its title to go to the edit page. You will see the **Retire** button next to the Edit button. After you confirm that you want to retire the element, it will be removed from the active plan view.



To re-activate retired elements, select **Retired** from the Active/Retired filter list at the top of the plan and click **Update**. The plan overview will now display all retired elements.



Select the title of the element you wish to re-activate to go to the edit page. You will see a history of who retired the item and the date it was retired. Click the **Activate** button to place the element back into your current, active plan. Any associated elements that were retired with this item will also be activated. You may retire them individually, if you don't want them in your active plan.



Once you return to your plan, change the filter back to **Active** to see that the element has been restored to active status. The active view of the plan is the default view, which you will see each time you login to your plan.